

# SiteManager Issues

**Issue Title:** Entry of Daily Work Reports by Inspectors

**Issue Number:** C-006

## **Short Description**

This will provide options for implementation of the Inspectors Daily Work Report (DWR) within SiteManager for consideration by Districts.

## **Problem Statement**

SiteManager was designed such that the Inspector's Daily Work Report was to be entered directly into SiteManager using a laptop computer. From these DWR's, quantities of work items could be summed for each estimate period to produce the amount the contractor earned for that period. Inspector DWR's are grouped under a contract Diary and approved by appropriate contract personnel to ensure accuracy and completeness of the documentation.

Two problems exist for FDOT in implementing SiteManager DWR and Diary functions. They are:

1. Insufficient Equipment – Laptop computers are not available to most inspectors making it necessary to continue some form of paper document.
2. Insufficient Information – SiteManager doesn't include a way to record weather information against the scheduled major work activity, as we currently require on our Inspector's dailies. This would also require us to keep additional paper document to record this information.

There are solutions in the works that could eliminate both of these as a problem.

For problem 1, a project is underway by AASHTO to allow for the DWR to be entered using a much smaller and less expensive device than a laptop computer. This program could be available by the middle of 2001.

For problem 2, FDOT has requested an enhancement to the DWR function to provide a reporting method for the weather information by major item of work. This enhancement should be ready by December 2000.

## **Recommended Resolution**

Since SiteManager estimates are based on quantities of work entered by way of the DWR function it will be necessary as a minimum to have at least one DWR for each reporting period that reflect the work quantities performed by the prime and subcontractors during that period. The following provides recommendations for the Districts in the implementation of the DWR function within SiteManager.

**Option 1** Inspectors will continue to fill out paper DWR just as they currently do. These will be summed weekly, as done now and then totaled for the month. One DWR will be entered each month to record the total quantities to be reported for that estimate period. Diaries will be entered for each day of the reporting period to indicate whether the day is to be a charge day or not. One Diary each month is to approve the one DWR that was entered to represent the quantities. Once this has been done, the estimate can be generated for the payment period.

**Option 2** Inspectors will fill out a modified DWR to match the way SiteManager reports daily

work. Assigned person within the Resident Office will enter these each day. A Diary will be entered each day to designate whether the workday is to be a charge day or not and the appropriate DWR's will be attached to the Diary and approved. At the end of the estimate period, the estimate will be generated based on the approved Diaries and accompanying DWR's for that reporting period.

**Options 3** Using a Laptop computer (or desk top computer) have inspectors enter their DWR directly into SiteManager reporting quantities of work performed each day. These DWR's will then be attached to a Diary for the day. The Diary would indicate whether the day was to be a charge day or not and would indicate the approval of each of the DWR's.

Option 4 Any combination of the above options could be implemented as a fourth option.

### **Resolution Implemented**

**Date:** 3/08/200

**Approved:** Const. SM Coordinators